



*Delaware Health
And Social Services*

DIVISION OF MANAGEMENT SERVICES

PROCUREMENT

DATE: September 17, 2019

HSS 19 057

THE DELAWARE MEDICAL RESERVE CORPS

for

DIVISION OF PUBLIC HEALTH

Date Due: October 10, 2019
 By 11:00 AM

ADDENDUM # 1

PLEASE NOTE:

THE ATTACHED SHEETS HEREBY BECOME A PART OF THE ABOVE
MENTIONED BID

Responses to Questions received by the deadline of August 21,
2019 and asked at the Pre-bid meeting August 29, 2019.

Terrell Copeland
Purchasing Services Coordinator

William Ingram

THE DELAWARE MEDICAL RESERVE CORPS

HSS 19 057

Questions and Answers

Section number- II – Scope of Services; B –Project Goals

Paragraph number - 1

Page number - 5

1. Paragraph 1, Goal Number 2 – Integration with crisis and community response teams. Can you please explain the community response teams?

Answer - Crisis and Community response teams are teams set in place to meet the needs of our community during a crisis. Individuals who may be a part of this team include but are not limited to Therapists, Counselors, Social Workers as well as Faith-based individuals who can provide assistance at Shelters, POD's, Family Assistance , Radiation Assessment Centers etc. These mental health teams are not yet developed, but standards will need to be created for these response teams to support DSAMH.

Section number – II – Scope of Services; D –Scope of Services, Unit Organization

Paragraph number - c

Page number - 7

2. Would office equipment such as a computer (desktop or laptop) or printer to support the DMRC and DE BEST administrative and communication responsibilities be an allowable expense?

Answer – Yes

3. Item 1 – Would National and Regional Conferences be an allowable expense and included in the budget?

Answer - Yes

Section number – II – Scope of Services; D –Scope of Services, Unit Organization

Paragraph number - f

Page number - 8

4. In previous DMRC offerings, a budget line item for clothing was allowed for shirts and fleeces so that volunteers would be identifiable at events and responses. Will these be allowable expenses for both DMRC and DE BEST programs?

Answer - According to our grant guidelines, funds may not be used to purchase clothing such as jeans, cargo pants, polo shirts, jumpsuits, sweatshirts, or T-shirts. Purchase of vests to be worn during exercises or responses may be allowed. Custom Vests can be ordered.

5. Should indirect costs be limited to a certain amount of the bidder's proposed budget? And if so, at what percentage (i.e. previous contracts have been 12%)?

Answer – Yes, the limit on indirect costs still stands at 12%.

Section number – II – Scope of Services; D –Scope of Services, Training

Paragraph number - b

Page number - 8

2. In previous DMRC offerings, a budget line item for trainings allowed food allocations for snacks or light meal such as wraps and salads. Will these be allowable expenses for both DMRC and DE BEST trainings?

According to the State/Grant Guidelines, generally funds may not be used to purchase food.

Section number – II – Scope of Services; D –Scope of Services, Public Health Outreach

Paragraph number - a

Page number – 10

3. Are marketing items (such as pens, flashlights, chip clips) to be used at outreach events be considered an allowable expense?

Yes, it will be limited and has to be pre-approved by the contracted manager.

Section number – II – Scope of Services; D –Scope of Services, Public Health Outreach

Paragraph number - f

Page number – 10

4. Is it correct to assume that all volunteers will signing the standard and current Volunteer Waiver?

Yes

Section number – II – Scope of Services; D –Scope of Services, Volunteer Management

Paragraph number - b

Page number – 11

5. Item 3 references criminal background checks (CBC) for all volunteers. In previous DMRC offerings, only volunteers that had completed Shelter and Shelter Tech training were requested to complete CBC's due to budget limitations. Please clarify, should CBC's be conducted for all new/incoming DMRC volunteers or should be have all active volunteers complete the CBC; we have approximately 1300 members.

Yes, all DMRC volunteers should have a criminal background check. Priority should be placed on individuals who participate in our DPH events. Nevertheless, from this day forward new volunteers as well as our active volunteers should have a CBC.

Section number –V- Contract Terms and Conditions, 4 – General Information

Paragraph number - a

Page number - 27

6. The contract term is 1 year up to 4 optional (1 year) extensions. Should the submitted budget include year 1 only or for all five years?

Yes. The submitted budget should include a yearly schedule (year 1, year 2, etc.) to show any anticipated cost inflation every year.

8. Should year 1 timeframe be 7 months to complete the 5- month contract extension- 12/1/2019 – 6/30/2020? This will align the following 4 years budgets to run July 1st – June 30th.

Contingent upon negotiations of the new contract, we will determine the start date of year 1 of the RFP. The first year time frame will be for 7 months and year 2—5 the bidder has to provide an annual budget. All bidders must submit an annual budget each year. Any proration will be discuss upon our selection.